



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
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JOB POSTING

POSITION AVAILABLE: Professional Librarian/Reference Department (Public Library)

QUALIFICATIONS: M.L.S. degree from an A.L.A. accredited Library school and candidacy for Massachusetts Certificate of Professional Librarianship is required. Two (2) years experience working in a library is required, public library experience is preferred. Formal training and experience with computers is required. Organizational skills and effective communication skills are required. Training or experience in the conservation of archival materials is preferred.

Specific job qualifications are listed in the job description attached.

HOURS: 37.5 hours a week (to include evening and weekend shifts).

SALARY RANGE: Commensurate with experience

BENEFITS: Paid sick leave, vacation; contributory health, dental and life insurance.

POSTING DATES: From: July 5, 2016
To: July 25, 2016

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office at the Town Hall located at 1009 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

Position Purpose:

Performs supervisory, administrative and professional work in planning, organizing and coordinating all reference services and activities. Maintains and improves the efficiency and effectiveness of all areas under his/her direction and control. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Coordinates all information and reference services provided for teens and adults by the Library, including reference materials selection, interlibrary loan, and in-service training of other Library personnel who are called upon to assist with reference services.
- Manages, maintains and purchases the adult reference and non-fiction collection of materials to foster literacy in the community.
- Provides reference service, both ready reference and in-depth research.
- Provides reader's advisory service for teens and adults.
- Manages electronic information technologies, including online catalog use by staff and patrons, online reference services and databases.
- Plans and conducts programs, exhibits, and other activities to encourage use and knowledge of library materials and to foster lifelong learning.
- Manages subscriptions and licenses for both print and online subscriptions, including periodicals and databases.
- Responsible for the library's local history collection, both preservation of existing materials and acquisition of new materials.
- Collects and compiles statistics on Reference services and programs; reviews the information for service and collection development.
- Participates on the Library's management team.
- Supervises all library personnel in the absence of the Library Director.
- Keeps current in library profession through professional literature; membership and participation in professional organizations; participation in professional online communities.
- Provides reader's advisory service to teens and adults.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Master's Degree in Library Science; two years library experience and formal training in Reference Services. Demonstrated competence in technologies used by libraries; or any equivalent combination of education and experience. Training or experience in the conservation of archival materials in preferred. Candidacy for Massachusetts Certificate of Professional Librarianship.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of professional library work; and thorough knowledge of the management and organization of library operations including collection development and administration. Working knowledge of computerization and appropriate library applications.

Ability: Ability to work with library patrons and staff in a friendly, efficient manner. Ability to establish and maintain working relationships with organizations, departments and officials. Ability of leadership, independent judgment, initiative and decision-making. Ability to plan, implement, and evaluate effective library services and strategies and ability to coordinate and prioritize tasks to meet deadlines. Ability to deal with all members of the public in a courteous and tactful manner. Ability to supervise staff in an effective and supportive manner. Ability to listen and communicate effectively. Ability to learn and use computerized library catalog system and related equipment. Ability to operate standard office equipment.

Skill: Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills and interpersonal and problem-solving skills. Strong supervisory and mentoring skills.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Regularly required to walk, stand, sit, talk, and hear; stoop, kneel, crouch or crawl; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 30 pounds, but usually less. Must be able to communicate.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative to independently perform duties, complete assigned tasks, supervise staff, and analyze the facts or circumstances surrounding individual problems. Serves as building supervisor in the absence of the Library Director.

Supervision Received: Work is performed under the supervision of the Library Director.

Supervision Given: Supervises assigned Library Clerical Assistant as well as all Library Clerical Assistants in the absence of the Library Director.

Job Environment:

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, other libraries, schools, town departments, the Merrimack Valley Library Consortium, community groups. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to some department-related confidential information, including patron records.
- Errors could result in reduction in the level of library service and have legal and/or financial repercussions for the town.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)